

**ASSISTANT POLICE CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT POLICE CHIEF** to be administered in **BAKER** on **April 16, 2009**, will consist of approximately **140** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management, involving management theory; researching, planning, organizing, and directing departmental operations; and personnel management.	27.1%
MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the procedures for purchasing equipment; and the distribution of equipment and supplies.	5.7%
FINANCIAL MANAGEMENT Knowledge of the financial management of a public agency, including budget preparation, and overseeing the expenditure of budgeted funds.	9.3%
RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	9.3%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	21.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public	9.3%
TRAINING Knowledge of the procedures for evaluating the training needs of the department and implementing an effective training program.	5.7%
LAW ENFORCEMENT MANAGEMENT Knowledge of the procedures for managing the various law enforcement operations of the department, including dispatching police personnel, criminal investigation, arrest, and court testimony.	12.1%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M.,

Prentice-Hall, Inc., Englewood Cliffs, NJ 07632, 8th ed., 2000.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 5th ed., 2004.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.